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COMMANDER, NAVY INSTALLATIONS COMMAND
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CNICINST 12410.1B
N1
10 January 2013

CNIC INSTRUCTION 12410.1B

From: Commander, Navy Installations Command

Subj: CIVILIAN TUITION ASSISTANCE PROGRAM

Ref: (a) 5 U.S.C. §41
(b) 5 CFR 410
(c) DON Civilian Human Resources Manual
(d) SECNAV M-5210.1

1. Purpose. To establish policy for the Commander, Navy Installations Command (CNIC) Tuition Assistance (TA) Program in accordance with references (a) through (c) and under the guidelines set forth below.
2. Cancellation. CNICINST 12410.1A dated 5 Nov 2006.
3. Background. CNIC provides employees the opportunity for training in order to build and support a workforce capable of meeting our mission and performance goals, in accordance with reference (a). One of our business goals is to attract, develop, and maintain a technically and functionally competent labor force. TA provides a viable method to accomplish this by improving and enhancing career development opportunities for employees. Specifically, the investment in employee development and education at accredited educational institutions supports the command's performance objectives.
4. Policy
 - a. This policy covers Appropriated Fund (APF) civilians at CNIC Headquarters (HQ) who meet the definition of "employee" set forth in 5 U.S.C. §2105 and are eligible to receive TA.
 - b. CNIC Regions have delegated authority to develop and fund their own TA Programs based on this guidance.
 - c. The selection of eligible employees is based on prioritizing and ensuring that their training is oriented toward

the fulfillment of the CNIC mission, in accordance with reference (b). Any employee applying for TA must have 1 year's tenure working for CNIC before the request will be considered.

d. TA requests will be approved in the following priority order set out in 4d(1) through (5) below, and will be based on funding availability at the time of request. However, CNIC Civilian Personnel Policy (N13) may approve an exception to this order of course priorities on a case-by-case basis.

(1) Courses required due to position abolishment or other workforce shaping when qualifications have been waived, and where it has been determined that completion of course work will improve performance objectives.

(2) Courses directly related to the employee's current position and required for improvement of performance objectives.

(3) Courses directly related to the employee's current position.

(4) Courses directly related to the employee's current N-Code and expected to improve employee's overall knowledge of the N-Code mission.

(5) Courses directly related to the employee's current organization and expected to improve employee's overall knowledge of command's mission.

e. Post-secondary training covered under the HQ TA Program must support individual performance, organizational performance or assist the Command in meeting its strategic plan and goals. However, the TA program is not designed specifically for employees to obtain academic degrees. Requests for TA will be considered on a course-by-course basis.

f. To be considered under the TA Program, course work must improve the knowledge, skills, and abilities necessary for effective performance where: the training will be used in an employee's current position; a reasonable potential exists for utilizing training in a future position; or the training helps to meet future staffing requirements.

g. Funding is permitted for any course of post-secondary education delivered through classroom, electronic, or other means, provided that it shall be administered or conducted by an

institution that is accredited by a nationally recognized accrediting body to provide a curriculum of post-secondary education, in accordance with subchapter 410 of reference (c).

h. Funding for the TA program will be distributed by the HQ Comptroller (N8) in accordance with the levels requested by the HQ Chief of Staff (COS). HQ N13 will allocate and manage all TA funds from a centralized budget to support HQ TA costs. In the event the allocated funds are not sufficient to cover necessary training, N13 will request additional funds from N8. During a Continuing Resolution Agreement, TA funds, when available, will continue to be used to pay for academic courses.

i. Contingent upon the availability of funds, advance payment of tuition fees will be provided at the rate of 100 percent for courses taken at an accredited institution up to \$4,000 per fiscal year per student. This includes costs for tuition and books only. Fees for registration, parking, labs, supplies, transcripts, entrance examination costs, and other related expenses are not payable under this policy. These costs may be reimbursable using individual N-Code/Special Assistant (SA) funding.

j. The law governing the Veteran's Educational Assistance Program (VEAP) prohibits payment of an educational assistance allowance to an employee who is attending training funded by the Government Employee Training Act (GETA) and whose full salary is paid to him or her while in training. Therefore, if employees receive VEAP funding while receiving TA funds, they are required to repay the TA funds. This also applies to Federal fellowships, scholarships, and grants. This prohibition is necessary to protect the government's financial interests.

k. Employees must receive a satisfactory course completion grade or they may be required to repay the cost of the course and books to the TA program. Satisfactory course completion requires a minimum grade of "C" (2.0 on a 4-point scale) or better for undergraduate courses, or a "B" (3.0 on a 4-point scale) grade for graduate courses. Course work must be completed by the end date listed on Standard Form 182 (SF-182), "Authorization, Agreement and Certification of Training."

(1) Employees who fail to achieve the minimum academic standards for satisfactory course completion are liable and required to repay the tuition and book fees. This includes employees given incomplete grades where course work was not

completed within the specified time frame set by the institution or course instructor, as well as employees who fail to report the grade received. Employees who fail to withdraw from courses within the 100% refundable period are also liable and required to repay the tuition fees. Failure to notify the TA Program Manager upon withdrawal from a course may constitute denial of future TA funds.

(2) Employees must sign a Continued Service Agreement prior to course enrollment. The agreement, which is part of the SF-182, requires employees who receive salary during the training period to remain in service for a minimum of three times the length of time spent in a TA-funded training program. The period of obligated service begins the day after the training class ends.

5. Responsibilities

a. The HQ COS is responsible for establishing levels of funding dedicated to the TA program.

b. N13 Director, Civilian Personnel Policy (DCPP) is responsible for:

(1) Ensuring funds have been distributed to the TA Program.

(2) Designating a TA Program Manager to oversee the TA Program and maintaining records of expenditures.

(3) Approving or disapproving TA requests.

c. Tuition Assistance (TA) Program Manager is responsible for:

(1) Reviewing tuition assistance requests and ensuring the applications are complete.

(2) Managing the tuition assistance budget.

(3) Requesting grades after course completion to ensure the employee has met the grade standards.

(4) Informing the DCPP when an employee has not met the grade standards or has withdrawn from a class and owes CNIC repayment of TA funds.

d. Employees are responsible for:

(1) Confirming that the institution will accept the Government Purchase Card for tuition payment.

(2) Completing all paperwork and applying for TA no more than 90 days and no less than 60 days in advance of the tuition payment deadline for the class.

(3) Limiting TA requests to course work that will directly impact their current performance or that contributes to CNIC's mission.

(4) Notifying the TA Program Manager whenever they change, cancel, or withdraw from a TA-funded class.

(5) Cancelling or withdrawing from TA-funded courses within the educational institution's stated timeframe to guarantee that CNIC receives 100 percent reimbursement for all expenditures.

(6) Achieving a 2.0 ("C") grade for undergraduate courses and a 3.0 ("B") grade for graduate courses funded by the TA Program.

(7) Providing a copy of the grade(s) report to the TA Program Manager (N13) no later than 30 days after completion of course work funded by the TA Program.

(8) Reimbursing CNIC HQ any funds spent for all or any portion of a cancelled or withdrawn class for tuition and/or books, or for not achieving an acceptable level of grade for the course.

6. Actions

a. The DCPD shall:

(1) Review all TA applications in order to determine the direct nexus between academic course work and position responsibilities.

(2) Consult with other subject matter experts where the nexus between the requested course work and the employee's position is not evident.

(3) Examine expenditures for the TA Program on a quarterly basis.

b. The TA Program Manager shall:

(1) Present tuition assistance requests and documentation to the DCPD for approval.

(2) Process the requests through N8 for funding and payment.

(3) Submit a report on a quarterly basis of TA Program expenses for review by the DCPD.

(4) Prepare Department of Defense form 2481 (DD-2481), "Request for Recovery of Debt Due the United States by Salary Offset" and submit it to Defense Finance and Accounting Services (DFAS) when an employee fails to meet the terms of the TA Program.

c. The employee shall:

(1) Complete a SF-182 and sign a Continued Service Agreement in order to apply for the TA Program.

(2) Use the version of SF-182 revised December 2006, a fillable form, and provide all required material via email to the TA Program Manager when applying for tuition assistance.

(3) Provide the SF-182, a course description, and a print-out of the course fees to the N13 TA Program Manager, and, when requested, a statement as to how the course will impact their current position and improve their knowledge, skills, and abilities.

(4) Notify the N13 TA Program Manager immediately if they must cancel or reschedule a course, or if they are not maintaining the required grades.

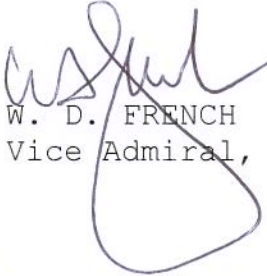
(5) Provide a copy of their course grade(s) report to the TA Program Manager within 30 days of completion of the class.

(6) Repay all TA expenditures to CNIC if they fail to meet the standards set forth in this instruction.

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7. Forms. Employees must use a fillable SF-182, Authorization, Agreement and Certification of Training, and provide all required material by email to the TA Program Manager when applying for tuition assistance. SF-182 is available on the General Services Administration website at:
<http://www.gsa.gov/portal/forms/type/SF>.

8. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed in accordance with reference (d).



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